

Guidance for online license renewal. The pictures used below may not be identical to the screens you will see during your online license renewal.

You may renew your license online and pay the license renewal fee with MasterCard or Visa credit cards or you may complete a paper renewal form and send in a check for your license renewal.

For licensees who did not renew online in the 2014 renewal period, you will need to register at the Kentucky One Stop Business Portal before proceeding to the actual license renewal. In either case, you should begin the online renewal process at your board's website (the Board of Licensure and Certification for Dietitians and Nutritionists is used here.)



Select “Renewal” from the yellow banner near the top of the screen. If you have previously registered with the Kentucky Business One Stop Portal and with the Office of Occupations and Professions, you should be immediately taken to your license information screen to begin your renewal process.

You will be taken to the Kentucky One Stop Business Portal for registration if you have not previously registered. Click on the blue [“Click here to create a user account.”](#)

If you have previously registered through the Kentucky Business One Stop, do not create another account as that will conflict with the account used for renewing your license. If you do not have your password or user name from your previous registration, please use the [“Trouble accessing your account?”](#) link to recover your username and create a password. Neither the Office of Occupations and Professions or the boards can re-set your One Stop username or password. If all else fails, call **502-782-8930** and hold through all the options until an operator answers, or e-mail at KYBOS.SUPPORT@ky.gov.

Username
Password

[Trouble accessing your account?](#)

Sign in

Don't have a user account?

[Click here to create a user account.](#)

If you are having trouble creating, or using, your account, please call us at:

502-782-8930,

or email KYBOS.SUPPORT@ky.gov

PLEASE NOTE:

If you had a user account established for business registration, prior to May 1, 2015, you will need to create a new user account.

If you already have a user account for the Withholding Return and Payment System (WRAPS) or the Occupations & Professions (O&P) application, you do not need to create another user account for the Kentucky One Stop Business Portal. You may use your existing user name and password to sign into One Stop.

Create Account	Welcome!
<p>Username*</p> <input type="text"/>	<p>This page allows you to create an account that you can use to access Kentucky Business One Stop managed systems.</p>
<p>Display Name*</p> <input type="text"/>	
<p>First Name*</p> <input type="text"/>	
<p>Last Name*</p> <input type="text"/>	
<p>Password*</p> <input type="password"/>	
<p>Confirm Password*</p> <input type="password"/>	<p>Helpful Tips ⓘ</p> <p>Passwords must:</p> <ul style="list-style-type: none">Be between 8 and 15 characters long.Contain at least one number and one letter.Contain at least one special character.Contain at least one capital letter. <p>Passwords must NOT:</p> <ul style="list-style-type: none">Be a common word or phrase.Be a simple variation of a common word or phrase.

After completing the registration at the One Stop Portal you should get a screen similar to the following, which advises you to look for an e-mail for activating your account.

Browser address bar: <https://sims.cot.ky.gov/Account/ConfirmAccountCreation>

Browser tabs: Apps, Google, GoogleDocs, WestlawNext, Kronos JavaFree, KHRIS, KAR, KRS, O&P, Agencies, Personnel, Send Link, Other bookmarks

Ky.gov An Official Website of the Commonwealth of Kentucky

GOVERNOR STEVE BESHEAR

Kentucky One Stop BUSINESS PORTAL

Create Account

Account Creation Confirmation

Thank you for registering your account with the KY One Stop Business Portal.

You will receive an email which contains directions for activating your account.

Follow the directions contained in that email to finish setting up your account.

You may close this browser window. A new one will be opened for you when you click the link in the confirmation email.

Policies Security Disclaimer Accessibility

Kentucky

The e-mail will be similar to the following:

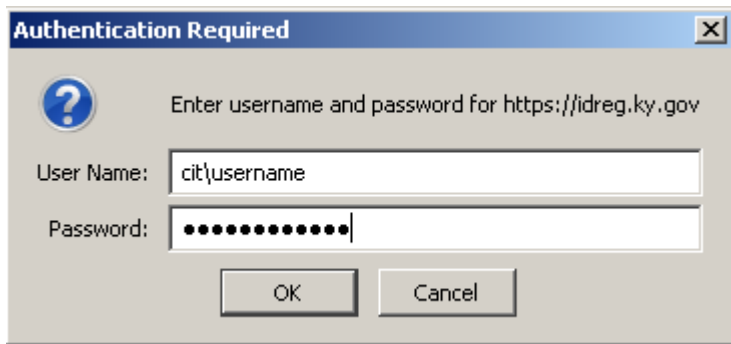
To
XXXXXXXXXXXXXXX@yahoo.com
Today at 11:31 AM
Welcome! You are almost finished with your account set up for the Kentucky Business One Stop Portal.
Your citizen account user name is: **cit\JohnJones123**

In order to log in with your new account, you must type cit\ in front of your user name. You may copy and paste your **highlighted** user name to help prevent typos.

In order to complete your account set up you will:

- 1) Click on the link below; and
- 2) Answer a set of security questions which will enable you to reset your password if you forget it or want to change it at any time in the future.

When you click the link below to activate your account, you will see a standard Windows Log-in Pop-up, similar to the one shown below.



The actual appearance may vary by the web browser you are using (e.g. Internet Explorer, Google Chrome)

[Click here to activate your account.](#)

Don't see the link? Copy the address below into your browser's address bar and press the ENTER key.

https://sims.cot.ky.gov/Account/ConfirmEmail?token=55d8afa8_91c5_4c6e_9a48_d93889b61fa9&userName=oapgeologist&email=oapgeologist@yahoo.com

NOTE: Do not reply to this email. This email account is only used to send messages.

Once you activate your Kentucky Business One Stop Account, you can now navigate to your board's website and select the "Renew" tab from the yellow border near the top of the web page.

You will be taken back to One Stop where you can now log in.



[Trouble accessing your account?](#)

Sign in

Don't have a user account?

[Click here to create a user account.](#)

If you are having trouble creating, or using, your account, please call us at: **502-782-8930**, or email KYBOS.SUPPORT@ky.gov

PLEASE NOTE:

If you had a user account established for business registration, prior to May 1, 2015, you will need to create a new user account. If you already have a user account for the Withholding Return and Payment System (WRAPS) or the Occupations & Professions (O&P) application, you do not need to create another user account for the Kentucky One Stop Business Portal. You may use your existing user name and password to sign into One Stop.

WARNING

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state

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STEVE BESHEAR



Kentucky Business One Stop Portal

FAQs

User Guide

oapgeologist



Registration Services



Online Tax Filing



Business Incentives



Occupations & Professions



Resources

Important Information

Please do not use the Browser's back button to navigate to a previous page. You may encounter unexpected results if you do not use built-in navigation tools. Also, please do not open the portal in more than one tab of the same browser. This also will cause unexpected results.

Announcements

structure will be available in a coming release. You will need to use the paper application to register a LLP business until it is av

Donald Duck's Profile

Login: oapgeologist

Email: oapgeologist@yahoo.com

Phone: ?

Welcome Donald Duck to the Kentucky Business One Stop Portal!

Portal Dashboard

Tweets from a list by One Stop Portal





Public Protection Cabinet

Office of Occupations & Professions

[Home](#) [Agencies](#) [Board Directory](#) [Online Services](#) [Open Records](#) [Contact Us](#)

Office of Occupations & Professions

ppc.ky.gov

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Welcome



Licensee Profile Details

[Edit](#)

Personal Information

Suffix		Middle Name	
First Name	Donald	Maiden Name	
Last Name	Duck	User ID	lde@mail.com
Date of Birth	6/4/1980		

Address Information

Mailing Street	911 LEAWOOD DR	Other Street	
Mailing City	FRANKFORT	Other City	
Mailing State/Province	Kentucky	Other State/Province	
Country	United States	Other Country	United States
Mailing Zip/Postal Code	40601	Other Zip/Postal Code	

Contact Information

Mobile		Phone	5025643296
Other Phone		Email	lde@mail.com

Please click on the license number in order to renew your license.

License Number	License Type	Board Name	Status	Issue Date	Expire Date	Business License
Test-ACS	Animal Control Agency	Board of Veterinary Examiners	Active	1/1/2011	7/31/2016	<input type="checkbox"/>
9999	Audiologist Temporary	Board of Speech-Language Pathology and Audiology	Active	8/21/2011	11/1/2011	<input type="checkbox"/>

[bnd-test](#)
[Back to Profile Page](#)

Selected License Record Details

License Number	bnd-test	Board Name	Board of Licensure and Certification for Dietitians and Nutritionists
Email	lde@mail.com	License Type	Dietitian
Status		Expire Date	6/30/2015
Issue Date	1/1/2011		

[Renew](#) [Terminate](#)

Application for Renewal of Dietitian License Certification

Your license as a Licensed Dietitian expires on 6/30/2015. In accordance with KRS Chapter 31 governing this profession, you are required to renew your license annually with the transmittal of this form and a renewal fee of \$50.00 for dietitian. The late fee for renewals received during the 60 day grace period is \$75.00 per credential. Credentials not renewed prior to 8/29/2015 will be terminated and you must immediately CEASE AND DESIST (no exceptions) the use of the title of Licensed Dietitian (the credential holder may continue to work during this grace period).

First Name Donald

Middle Name

Maiden Name

Last Name Duck

License Number bnd-test

Licensee Address

Mailing Address

Mailing Address Line 1 911 LEAWOOD DR

Mailing Address Line 2

City FRANKFORT

Country United States ▼

State Kentucky ▼

County —Select County— ▼

Zip Code 40601-3319

- ☐ Business address is same as Mailing address
- ☐ Business address is different from the Mailing address

Present Business Address

Present Business Name

Business Address Line 1

Business Address Line 2

City

Country — Select Country — ▼

State — Select State — ▼

County —Select County— ▼

Zip Code

Back

Cancel

Continue

UserProfile

Licensee Contact

Home Phone Number (502) 782-8804

Business Phone Number

Contact Email Address lde@mail.com

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Cancel

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Kentucky.gov



UserProfile

Renewal Questions

Please complete the following related to your status since initial licensure or last renewal.

Are you a member of the military?

--None-- ▼

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UserProfile

Renewal Questions

Please complete the following related to your status since initial licensure or last renewal.

Have you been convicted of felony since your last application or renewal?

☐ Yes ☐ No

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UserProfile

Renewal Questions

Please complete the following related to your status since initial licensure or last renewal.

Have you been denied licensure and/or certification in another state, or has your credential in any other state been subject to disciplinary action?

☐ Yes ☐ No

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UserProfile

Continuing Education(CE)Hours

Pursuant to 201 KAR 33:030 Section 1 Section 1, licensed dietitians are required to obtain 15.0 hours of board approved continuing education during the period of (November 1, 2014 to October 31, 2015) for renewal of licensure or certification. In addition, up to 15.0 excess hours of continuing education can be carried over from the previous year.

Have you completed the above mentioned minimum hours of continuing education?

☐ Yes ☐ No

[Back](#) [Cancel](#) [Continue](#)

Signature

I DO HEREBY SWEAR OR AFFIRM THAT I, THE UNDERSIGNED CREDENTIAL HOLDER, HAVE RECEIVED THE REQUIRED 15.0 HOURS OF COUNTINUING EDUCATION AS SET FORTH BY 201 KAR 33:030 Section 1 DURING THE PREVIOUS 12 MONTH PERIOD.

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my licensure or certification could be subject to disciplinary action by the Kentucky Board of Licensure and Certification for Dietitians and Nutritionist.

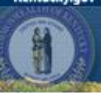
I AGREE

☒ Yes ☐ No

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UserProfile

BDNNUT00210671
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Selected License Record Details

License Number BDNNUT00210671
Email [lde@mail.com](#)
Status Active
Issue Date 9/18/2013

Board Name Board of Licensure and Certification for Dietitians and Nutritionists
License Type Nutritionist
Expire Date 8/31/2015

[Renew](#) [Terminate](#)

UserProfile

Application for Renewal of Nutritionist License Certification

Your Certificate as a Nutritionist expires on 8/31/2015. In accordance with KRS Chapter 31 governing this profession, you are required to renew your license annually with the transmittal of this form and a renewal fee of \$50.00 for nutritionist. The late fee for renewals received during the 60 day grace period is \$75.00 per credential. Credentials not renewed prior to 10/30/2015 will be terminated and you must immediately CEASE AND DESIST (no exceptions) the use of the title of Certified Nutritionist (the credential holder may continue to work during this grace period).

First Name Donald
Middle Name
Maiden Name
Last Name Duck
License Number BDNNUT00210671

[Cancel](#) [Next](#)

UserProfile

Licensee Address

Mailing Address

Mailing Address Line 1

Mailing Address Line 2

City

Country

State

County

Zip Code

- ☐ Business address is same as Mailing address
☐ Business address is different from the Mailing address

Present Buisness Address

Present Business Name

Business Address Line1

Business Address Line 2

City

Country

State

County

Zip Code

UserProfile

Licensee Contact

Home Phone Number

(502) 782-8804

Business Phone Number

Contact Email Address

lde@mail.com

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UserProfile

Renewal Questions

Please complete the following related to your status since initial licensure or last renewal.

Are you a member of the military?

No

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— Renewal Questions —

Please complete the following related to your status since initial licensure or last renewal.

Have you been convicted of a felony since your last application or renewal?

☐ Yes ☐ No

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— Renewal Questions —

Please complete the following related to your status since initial licensure or last renewal.

Have you been denied licensure and/or certification in another state, or has your credential in any other state been subject to disciplinary action?

☐ Yes ☐ No

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— Continuing Education(CE)Hours —

Pursuant to 201 KAR 33:030 Section 1 Section 1, licensed nutritionist are required to obtain 15.0 hours of board approved continuing education during the period of (November 1, 2014 to October 31, 2015) for renewal of licensure or certification. In addition, up to 15.0 excess hours of continuing education can be carried over from the previous year.

Have you completed the above mentioned minimum hours of continuing education?

☐ Yes ☐ No

[Back](#) [Cancel](#) [Continue](#)

— Signature —

I DO HEREBY SWEAR OR AFFIRM THAT I, THE UNDERSIGNED CREDENTIAL HOLDER, HAVE RECEIVED THE REQUIRED 15.0 HOURS OF COUNTINUING EDUCATION AS SET FORTH BY 201 KAR 33:030 Section 1 DURING THE PREVIOUS 12 MONTH PERIOD.

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my licensure or certification could be subject to disciplinary action by the Kentucky Board of Licensure and Certification for Dietitians and Nutritionist.

I AGREE

☐ Yes ☐ No

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